

Introduction

The “How to Respond to a Revision” Quick Reference Guide is designed to provide Vendors the minimum steps necessary in responding to a Revision.

Pre-requisites

A Vendor must have the Seller Role.

Steps

Step 1:

This step **ONLY** applies if the Buyer attached a document.

- From the Home screen once logged in, click the **Vendor Communication Tab**.
- Open the **Attachment** and save to your files to upload later when you get to the Attachments Tab process.

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News(1) **Vendor Communication(1)** Bids(661) PO(0) Quotes(9)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
11366	Revision Email	Department of Technology Management and Budget	Isidra Chavez	Bid # AGENCY14B0001897 - Testing	10/15/2014 09:31:59 AM	Revision 1 Attachment - Koala-2.jpg

Step 2:

- Click the **Bids HeaderTab**.

A list of Revisions will appear under the **Request for Revision** section at the top of the page.

- Click on the **Quote # link** listed under the Quote # column.

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News(1) Vendor Communication(1) **Bids(661)** PO(0) Quotes(9)

Request for Revision

Quote #	Organization	Bid #
00001853-R3	Department of Technology Management and Budget	AGENCY14B0001897

Step 3:

The Quote Acknowledgment page displays.

- Click the **YES** button to acknowledge the un-submitted quote.

Quote Validation Errors

- The following required fields are missing: [Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components all components. If you answer "No", please click each Item Number on the Items tab and indicate individually whether each item meets these criteria.]

Quote 00001853-R3 - IC LLC

Quote Number 00001853-R3
Quote Description consulting services - IT

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Yes

Step 4:

The page defaults to the **General Tab**.

- a.) If applicable, edit necessary fields.

Note: changes can be made to the following fields:

- Contact Info
- Comments field
- No Bid Box

- b.) Click the **Save & Continue** button once complete.

Quote 00001853-R3 - IC LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary

Organization: Department of Technology Management and Budget
 Status: In progress Description*: HVAC Project
 Delivery Days: 0 Discount Percent: 0.0 %
 Is "No Bid": ☐ Alternate Bid: ☐
 Shipping Terms: Freight Terms: ☐
 Ship Via Terms: Payment Terms: ☐
 Promised Date: (MM/DD/YYYY)
 Due Date for Response:
 Info Contact: 06/11/2015 01:45:00 PM
 Sida 517-335-1212 or Kevin at dkevin@mich.gov
 Comments:

Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each item Number on the Items tab and indicate individually whether each item meets these criteria. *:

Date Last Updated: 09/10/2014 02:25:54 PM

Save & Continue

Step 5:

- a.) Select the **Items Tab**.

- b.) If applicable, edit **Unit Cost** or **discount %**.

Note: Price adjustment is necessary if the Buyer has requested a Vendor(s) for a best and final offer.

You also have the option to edit the Questions, Notes, Terms & Conditions Tabs.

Quote 00001853-R3 - IC LLC

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary

Sort by Column: [Print Sequence] ☐ Sort Descending Go

Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	3.0	EA	10000.00	0.0	<input checked="" type="checkbox"/>	0.00	\$30000.00	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Description: testing

Quote Response Total \$30000.00

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Step 6:

- a.) Select the **Attachments Tab**.

- b.) Click the **Add Attachment** button and include necessary information the Buyer has requested.

This may include the following items:

- Additional questions regarding your quote
- Clarification of questions/answers

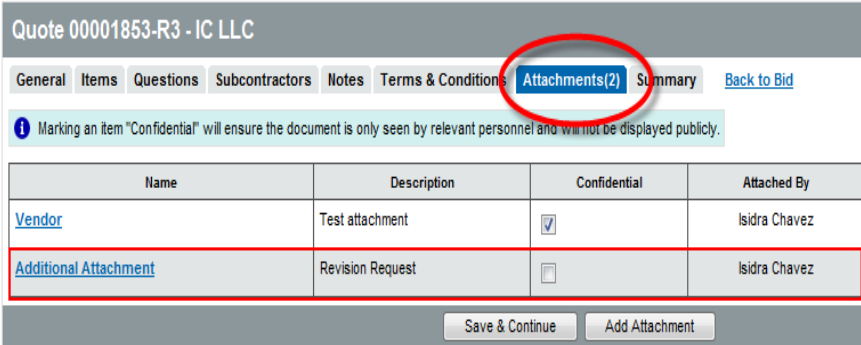
Quote 00001853-R3 - IC LLC

General **Items** **Questions** **Subcontractors** **Notes** **Terms & Conditions** **Attachments(1)** Summary

Name	Description	Confidential	Attached By	Attached Date
Vendor	Test attachment	<input checked="" type="checkbox"/>	Isidra Chavez	09/10/2014

Save & Continue **Add Attachment**

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<ul style="list-style-type: none">• Best & Final offer• Required Attachment that was not uploaded.• Etc.	
<p>The page will refresh with your additional attachment you uploaded.</p> <p>Note: The number in parenthesis on the Attachments Tab should change when an additional attachment is uploaded correctly.</p>	
<p>Step 7:</p> <p>a.) Select the Summary Tab and review your updated information.</p> <p>b.) Scroll down to the bottom of the screen and click the Submit Quote button.</p> <p>The page stays on the Summary Tab. You can now exit the system.</p>	